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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8735.1C**
Effective Date: February 13,
2013
Expiration Date: February
13, 2018[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Procedures for Exchanging Parts, Materials, Software, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories

Responsible Office: Office of Safety and Mission Assurance[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
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Chapter 1. General Requirements

1.1 Overview

1.1.1 The identification, documentation, control, and correction of problems and nonconforming items are critical aspects of NASA's safety and mission assurance program. The unintended use of problem or nonconforming products or material on NASA spacecraft, aircraft, facilities, and equipment has the potential to compromise NASA's mission; result in unanticipated replacement, repair, or maintenance costs; and jeopardize (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including employees working under NASA award instruments), and (4) high-value equipment and property. NASA uses a variety of means, including inspection and oversight, to ensure nonconforming items are not used by the NASA workforce (including employees working under NASA award instruments).

1.1.2 While oversight and inspection play a pivotal role in ensuring products meet specifications, it is equally important that the NASA and Federal workforces be advised of and have access to significant problem and nonconforming item data. To this end, NASA participates in the GIDEP to exchange information among agencies and Government contractors about nonconforming products and uses NASA Advisories to communicate NASA specific information within the Agency.

1.1.3 This NPR provides the procedural requirements for the following:

- a. The exchange of significant problem and nonconforming item data with GIDEP and among NASA activities.
- b. The evaluation and disposition of GIDEP Alerts, GIDEP Safe-Alerts, GIDEP Problem Advisories, GIDEP Agency Action Notices, and NASA Advisories.

Note: Appendix B provides guidelines for contractual implementation of these requirements. A flowchart of the Problem Data Exchange Process is shown in Appendix D. In the remainder of this NPR, the term "GIDEP Notices" will be used to mean "GIDEP Alerts, GIDEP Safe-Alerts, GIDEP Problem Advisories, and GIDEP Agency Action Notices."

1.2 Responsibilities

1.2.1 It is the responsibility of the Chief, Safety and Mission Assurance to:

- a. Establish Agency-wide requirements for the exchange of significant problem and nonconforming item data with GIDEP and among NASA activities.

b. Exchange significant problem and nonconforming item data identified by Headquarters with GIDEP and among NASA activities.

c. Designate a NASA GIDEP Liaison who serves as the NASA Representative to the GIDEP.

1.2.2 It is the responsibility of NASA Mission Directorate Associate Administrators and Center Directors to maintain continuous oversight of their organization's processing of GIDEP Notices and NASA Advisories.

1.2.3 Center Directors and the Executive Director, Office of Headquarters Operations are responsible for:

a. Participating in GIDEP and providing adequate resources for the implementation of GIDEP at their Center.

b. Designating a civil service employee, and an alternate, as the Center GIDEP and NASA Advisory Coordinator (with the exception of the JPL (an FFRDC) where a non-civil service employee may be appointed) and the Headquarters GIDEP and NASA Advisory Coordinator, as applicable (see Appendix A).

c. Ensuring all NASA GIDEP Representatives responsible for the preparation, review, evaluation, and disposition of GIDEP Notices and NASA Advisories receive appropriate training.

Note: The GIDEP Operations Manual, suggests that newly appointed GIDEP Representative(s) participate in GIDEP Training at the first convenient opportunity and thereafter at least once every two years. Refer to GIDEP Members website (<https://members.gidep.org>) for available format, locations, and dates.

d. Ensuring that procurements of safety-critical items are screened for any GIDEP Notice or NASA Advisory impacts.

1.2.4 Program, Project, and Operations/Institutional Managers collectively shall:

a. Implement this NPR for safety-critical parts, equipment, software, and materials in Category 1 and 2 programs and projects (see NPR 7120.5, Space Flight Program and Project Management Requirements and NPR 7120.8, NASA Research and Technology Program and Project Management Requirements) and for payloads with risk classification levels A-D (See NPR 8705.4, Risk Classification for NASA Payloads).

Note: Implementation of GIDEP should be documented in a Program/Project Plan or other safety planning document.

b. Implement this NPR for safety-critical parts, equipment, software, and materials for new or existing institutional infrastructure, facilities, and ground support equipment; and institutional infrastructure/facility programs/projects over \$500,000 in value and/or affecting more than one Center.

c. Incorporate GIDEP participation requirements into the contract statement of work or specifications based on guidance provided in Appendix B.

d. Ensure that all applicable GIDEP Notices and NASA Advisories are reviewed and dispositioned for closed-loop reporting to all impacted levels under their purview.

e. Ensure that all significant parts, material, and safety problems of a general concern are identified and corresponding data exchanged via GIDEP Notices or NASA Advisories.

f. Ensure that closed-loop reporting on the status of all applicable GIDEP Notices and NASA Advisories is reviewed at program milestones and readiness reviews, or according to contract or other specified reporting times/events.

g. Ensure that GIDEP responsibilities are continued for programs, projects, hardware, and equipment that are transferred to another NASA entity; e.g., program, project, Center, or component facility.

h. If the GIDEP responsibility for a program, project, hardware, and equipment is transferred to another NASA entity, ensure that the Center GIDEP and NASA Advisory Coordinator at the receiving Center is notified and receives necessary records to continued GIDEP implementation.

i. If the GIDEP responsibility for a program, project, hardware, and equipment is transferred to another US Government entity, ensure that all necessary records are interchanged per applicable contract requirements.

j. Provide official program/project waiver, deviation, or exception documentation with rationale and justification and a risk mitigation plan for relief from the requirements of this NPR to the Chief, Safety and Mission Assurance, Center Director, and Center GIDEP and NASA Advisory Coordinator for concurrence (see NASA-STD-8709.20, Management of Safety and Mission Assurance Technical Authority (SMA TA) Requirements).

1.2.5 The Headquarters and Center GIDEP and NASA Advisory Coordinators shall:

- a. Develop, document, and implement Center processes to identify how GIDEP Notices and NASA Advisories are to be processed and retained including:

Note: The Center Director determines who approves the Center GIDEP Implementation Document. A template for a Center GIDEP Implementation Document is provided in Appendix E.

- (1) The identification, control, and correction of problems and nonconforming items.
 - (2) The exchange of significant problem and nonconforming item data identified by their Center with GIDEP and other NASA Centers.
 - (3) The evaluation and disposition of GIDEP Notices and NASA Advisories.
 - (4) The screening of procurement requests through GIDEP searches for items, parts, products, software, and materials as required by NF 1707, Special Approval and Affirmations of Requisitions.
- b. Ensure that GIDEP Notice and NASA Advisory documentation is maintained and archived in accordance with the requirements of NPR 1441.1, NASA Records Retention Schedules, or for five years following the end of operations, whichever is shortest.
- c. Review all NASA-generated GIDEP Notices and NASA Advisories at their respective Center/facilities for completeness and accuracy before signing and releasing to GIDEP or the NASA Advisory Reporting System.
- d. Distribute GIDEP Notices and NASA Advisories in accordance with their Center's process.

Note: The Headquarters and Center GIDEP and NASA Advisory Coordinators will determine the distribution and closed-loop reporting requirements for GIDEP Notices and NASA Advisories on a case-by-case basis as documented in the Center's implementation documentation.

- e. Provide assistance for the implementation of NPD 7500.1C, Program and Project Life-Cycle Logistics Support Policy.

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